

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**Class Title: Child Facility Administrator II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises and performs administrative work associated with daily operation of a juvenile residential or non-residential facility. Prepares program plans and ensures public safety.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages operations by ensuring appropriate staff coverage, interpreting and educating staff on policies and procedures, ensuring that maintenance of facilities is properly completed, and reading, reviewing and acting on reports, requests and mandates related to secure detention.
2	S	Supervises the staff by interviewing and contributing in the selection of new hires, evaluating performance, and attending meetings addressing improvement of programs.
3	S	Prepares the plans by reviewing policies and procedures, preparing manuals, providing input on goals and objectives of programs, and assisting in determining program needs addressing safety concerns.

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years experience as a child facility administrator.
Certifications and Other Requirements	Valid Driver's License, First Aid, CPR, Handle with Care, Medication Training
Reading	Work requires the ability to read technical manuals, legal documents, policies and procedures, various medical and psychological reports, correspondence, and contracts.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistical analysis.
Writing	Work requires the ability to write various reports, correspondence, policies and procedures, and contracts.
Managerial	Managerial responsibilities include planning and assigning activities, training staff, and allocating resources.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Observations, supervision of youth and staff, maintenance, training, teaching, filing
Sitting	F	Computer, desk work, driving, meetings
Walking	F	To/from meetings, to/from office equipment, supervision of youth and staff
Lifting	O	Supplies, trash, boxes, office equipment, vacuum
Carrying	O	Supplies, trash, boxes, office equipment, vacuum
Pushing/Pulling	O	Vacuum, boxes, supplies, furniture, file cabinet drawers
Reaching	O	Stocking supplies
Handling	F	Supplies, trash, boxes, office equipment, vacuum
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator, writing
Kneeling	O	Stocking supplies, cleaning, maintenance
Crouching	O	Stocking supplies, cleaning, maintenance
Crawling	R	Stocking supplies, cleaning, maintenance, training
Bending	O	Stocking supplies, cleaning, maintenance, lifting boxes, filing
Twisting	O	Stocking supplies, cleaning, maintenance, moving furniture
Climbing	O	Ladder, stairs
Balancing	O	Ladder, stairs
Vision	C	Computer, desk work, observations, supervision of youth and staff, driving
Hearing	C	Staff, supervisor, youth, residents, vendors, public, telephone, meetings
Talking	F	Staff, supervisor, youth, residents, vendors, public, telephone, meetings
Foot Controls	F	Driving
Other (specify)	N	

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Walkie-talkie, calculator, telephone, computer, laser or inkjet printer, Standard Microsoft Windows and Office software, fax machine, copy machine, typewriter, vehicle, mop, broom, vacuum, bucket, dust pan, office supplies, adding machine, pager, hand tools, first aid kit

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	S	Noise and Vibration	N
Fire Hazards	S	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	M	Darkness or Poor Lighting	S
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Group home, Recreation center

**PROTECTIVE EQUIPMENT REQUIRED:**

Gloves

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)